

### **CJA 20/30 VOUCHER COMPLETION CHECKLIST**

- [ ] All sections of the voucher are completely filled out. It is not acceptable to enter “See attached worksheets” in Blocks 17, 18 or 19 on the CJA 20 or Blocks 15 or 16 on the CJA 30.
- [ ] The worksheets entitled “In-Court Hourly Worksheet,” “Out-of-Court Hourly Worksheet,” for the CJA 20, “Death Penalty Proceedings Worksheet for CJA 30,” and “Other Expenses Worksheet” on the CJA 20 or 30 are completely filled out and attached to the voucher.
- [ ] The subcategories on the worksheets match those on the voucher.
- [ ] The original of all documents accompanying the voucher are attached; **no additional copies are required.**
- [ ] Any related justifications or authorizations are attached.
- [ ] The Travel Request Form is attached, together with the original passenger receipt and a copy of the itinerary. All travel expenses are accompanied by receipts, originals if possible.
- [ ] Travel expense worksheet with attached receipts organized by date.
- [ ] Receipts, original if possible, are attached for all expenses over \$50.00 and are taped to 8-1/2" x 11" paper.
- [ ] All questions are answered in Block 21 (CJA 20) and Block 18 (CJA 30).
- [ ] The voucher is signed and dated.

### **CJA 21/31 VOUCHER COMPLETION CHECKLIST**

- [ ] All sections of the voucher are completely filled out.
- [ ] Block 15 (CJA 21) and Block 14 (CJA 31) contain the signature, date and phone number of the attorney.
- [ ] The original of all documents accompanying the voucher are attached; **no additional copies are required.**
- [ ] Any related justifications or authorizations are attached.
- [ ] Receipts, original if possible, are attached for all expenses over \$50.00 and are taped to 8-1/2" x 11" paper.
- [ ] If applicable, the Travel Request Form is attached, together with the original passenger receipt and a copy of the itinerary. Travel expense worksheet with attached receipts organized by date. All travel expenses are accompanied by receipts, originals if possible.
- [ ] The claimant has completed Blocks 18, 18A, 18B, 18C and 19, including the claimant's signature and date in Block 19.
- [ ] The attorney has certified that the services were rendered by signing and dating Block 20. This date must be after the date entered in Block 15 (CJA 21) or Block 14 (CJA 31) and after the date entered in Block 19.
- [ ] The payee's name, billing address and employer identification number or Social Security number have been completed Blocks 25 - 27 (CJA 21) and Blocks 23 - 25 on the CJA 31. If the payee is different from the service provider in Block 13 (CJA 21) or Block 12 (CJA 31), please attach a copy of the front and back of the canceled check showing the reimbursement of services.

### **CJA 24 VOUCHER COMPLETION CHECKLIST**

- [ ] All sections of the voucher -- Blocks 1-11 and 13 -- are completely filled out.
- [ ] If the proceeding will be transcribed from an audio tape, Block 10 on the voucher so indicates.
- [ ] If special authorizations are requested in Block 13, a detailed justification is attached.
- [ ] The court reporter will return the voucher with Blocks 15-21 completed, and the attorney has signed and dated Block 22 certifying that the transcript was received.
- [ ] If the attorney has paid for the transcript, the attorney's name, employer identification number or Social Security number and address appear in Blocks 16-18.